



Position Description

College/Division:	ANU College of Medicine, Biology & Environment ANU College of Physical & Mathematical Sciences
Faculty/School/Centre:	Science Teaching and Learning Centre
Department/Unit:	
Position Title:	PAL Mentor
Classification:	Casual, ANU Officer Level 2
Position No:	
Responsible to:	Discipline Specific Course Convener or Associate Director Science Education
Number of positions that report to this role:	
Delegation(s) Assigned:	

PURPOSE STATEMENT:

PAL Mentors facilitate informal study sessions of ten to twenty students. PAL Mentors are students who have taken the course before and are trained to foster student learning and active engagement with their course content. The mentors' model different study techniques to their PAL group, assist with student guides and provided timely feedback to students and lecturers.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

Plan and run group study sessions as part of the peer assisted learning program.

Role Statement:

Under routine supervision and in collaboration with Senior Mentors, the PAL mentors will:

1. Consider feedback from students, observations from previous sessions and advice from course coordinators to plan sessions that meet student needs.
2. Facilitate study sessions that are responsive to the needs of the students.
3. Perform related administrative tasks such as monitoring student attendance and placing information on course sites.
4. Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.
5. Other duties as required as consistent with the classification of the position.

SELECTION CRITERIA:

Complete the online application. Part of the requirement is that PAL mentors have taken the course they are mentoring in. In addition, candidates will be selected on their:

1. Ability to communicate in writing and orally.
2. Ability to facilitate small group discussions.

Supervisor/Delegate Signature:**Date:**

Printed Name:

Uni ID:**References:**[General Staff Classification Descriptors](#)[Academic Minimum Standards](#)



Australian
National
University

Pre-Employment Work Environment Report

Position Details

College/Div/Centre	CMBE/CPMS	Dept/School/Section	Science Teaching and Learning Centre
Position Title	PAL Mentor	Classification	ANUO2
Position No.		Reference No.	

In accordance with the Occupational Health and Safety Act 1991 the University has a duty of care to provide a safe workplace for all staff.

- This form must be completed by the supervisor of the advertised position and forwarded with the job requisition to Appointments and Promotions Branch, Human Resources Division. Without this form jobs cannot be advertised.
- This form is used to advise potential applicants of work environment issues prior to application.
- Once an applicant has been selected for the position consideration should be given to their inclusion on the University's Health Surveillance Program where appropriate – see http://info.anu.edu.au/hr/OHS/_Health_Surveillance_Program/index.asp
Enrolment on relevant OHS training courses should also be arranged – see http://info.anu.edu.au/hr/Training_and_Development/OHS_Training/index.asp
- 'Regular' hazards identified below must be listed as 'Essential' in the Selection Criteria - see 'Employment Medical Procedures' at http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp

Potential Hazards

- Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a **regular** or **occasional** part of the duties.

TASK	regular	occasional	TASK	regular	occasional
key boarding	<input type="checkbox"/>	<input checked="" type="checkbox"/>	laboratory work	<input type="checkbox"/>	<input type="checkbox"/>
lifting, manual handling	<input type="checkbox"/>	<input type="checkbox"/>	work at heights	<input type="checkbox"/>	<input type="checkbox"/>
repetitive manual tasks	<input type="checkbox"/>	<input type="checkbox"/>	work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>
catering / food preparation	<input type="checkbox"/>	<input type="checkbox"/>	noise / vibration	<input type="checkbox"/>	<input type="checkbox"/>
fieldwork & travel	<input type="checkbox"/>	<input type="checkbox"/>	electricity	<input type="checkbox"/>	<input type="checkbox"/>
driving a vehicle	<input type="checkbox"/>	<input type="checkbox"/>			
NON-IONIZING RADIATION			IONIZING RADIATION		
solar	<input type="checkbox"/>	<input type="checkbox"/>	gamma, x-rays	<input type="checkbox"/>	<input type="checkbox"/>
ultraviolet	<input type="checkbox"/>	<input type="checkbox"/>	beta particles	<input type="checkbox"/>	<input type="checkbox"/>
infra red	<input type="checkbox"/>	<input type="checkbox"/>	nuclear particles	<input type="checkbox"/>	<input type="checkbox"/>
laser	<input type="checkbox"/>	<input type="checkbox"/>			
radio frequency	<input type="checkbox"/>	<input type="checkbox"/>			
CHEMICALS			BIOLOGICAL MATERIALS		
hazardous substances	<input type="checkbox"/>	<input type="checkbox"/>	microbiological materials	<input type="checkbox"/>	<input type="checkbox"/>
allergens	<input type="checkbox"/>	<input type="checkbox"/>	potential biological allergens	<input type="checkbox"/>	<input type="checkbox"/>
cytotoxics	<input type="checkbox"/>	<input type="checkbox"/>	laboratory animals or insects	<input type="checkbox"/>	<input type="checkbox"/>
mutagens/teratogens/ carcinogens	<input type="checkbox"/>	<input type="checkbox"/>	clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	genetically-manipulated specimens	<input type="checkbox"/>	<input type="checkbox"/>
			immunisations	<input type="checkbox"/>	<input type="checkbox"/>
OTHER POTENTIAL HAZARDS (please specify):					

Supervisor's Signature:		Print Name:		Date:	
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